

*These minutes are in DRAFT form until approved by the Parks & Community Services Board and the Human Services Commission.*

**CITY OF BELLEVUE  
PARKS & COMMUNITY SERVICES BOARD AND  
HUMAN SERVICES COMMISSION  
JOINT MEETING MINUTES**

Tuesday  
January 9, 2013  
6:00 p.m.

Conference Room 1E-112  
Bellevue City Hall  
Bellevue, Washington

**PARK BOARDMEMBERS PRESENT:** Chair Robinson, Vice-Chair Grindeland, Boardmembers Evans, George<sup>1</sup>, Heath, Powell, Van Hollebeke

**HUMAN SERVICES COMMISSIONERS PRESENT**<sup>2</sup>: Vice-Chair Yantis, Commissioners Beighle, McEachran, Plaskon<sup>3</sup>, Stout

**HUMAN SERVICES COMMISSIONERS ABSENT:** Chair Bruels, Commissioner Perelman

**COUNCILMEMBER PRESENT:** Councilmember Wallace

**STAFF PRESENT:** Joseph Adriano, Myrna Basich (City Clerk), Patrick Foran, Nancy Harvey, Emily Leslie, Stephen Miller, Alex O'Reilly, Terry Smith

**OTHERS PRESENT:** Cherie Carchano, Matt Segal, Jessica Skelton

**MINUTES TAKER:** Michelle Cash

1. **CALL TO ORDER:**

The meeting was called to order by Parks Board Chair Robinson at 6:06 p.m.

2. **APPROVAL OF AGENDA:**

**Motion by Boardmember Van Hollebeke and second by Boardmember Grindeland to approve the meeting agenda as presented. Motion carried unanimously (11-0).**

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<sup>1</sup> Arrived at 6:15 p.m.; departed at 8:06 p.m.

<sup>2</sup> All Human Services Commissioners departed at 8:01 p.m.

<sup>3</sup> Arrived at 6:11 p.m.

3. **APPROVAL OF PARK BOARD MINUTES:**

**Motion by Boardmember Van Hollebeke and second by Boardmember Evans to approve the November 15, 2012 regular meeting minutes of the Parks & Community Services Board as presented. Motion carried unanimously (6-0).**

4. **ORAL COMMUNICATIONS/PUBLIC COMMENTS:**

None.

5. **CITY COUNCIL COMMUNICATION:**

Councilmember Wallace welcomed everyone to the Parks & Community Services Board and Human Services Commission joint meeting.

6. **DISCUSSION/ACTION ITEMS:**

A. **Meeting Protocols and Public Meeting Requirements**

Matt Segal and Jessica Skelton from the Pacifica Law Group presented information regarding meeting protocols, legal requirements, and other standards that apply to meetings of City Boards and Commissions. In particular, Mr. Segal and Ms. Skelton discussed the following:

- Roles and Responsibilities of Boards and Commission Members
- Procedures for Meetings
- Washington State Law for Meetings
- Robert's Rules of Order
- Purpose of Robert's Rules
- Importance of Maintaining Decorum
- General Conduct of Meetings
- Quorum
- Agendas
- Making a Motion
- Discussing a Motion
- Taking a Vote
- Procedures for Public Hearings
- Code of Ethics
- Open Public Meetings Act
- Basic Provisions of OPMA
- The OPMA and Quorum
- Serial Meetings
- Violations of the OPMA
- Public Records Act
- Scope of the PRA

- How Requests Are Handled
- What Records Are Subject to the PRA
- Personal Emails Made Public
- The Problem of Personal Email
- Other Personal Records
- Metadata
- Segregate Public & Personal Records
- Consequences of Non-Compliance
- Social Media
- Policy on Social Media
- Social Media & the OPMA
- Social Media & the PRA
- City Resources & Electoral Politics
- Guidelines for Election Related Use

*Board/Commission Discussion:*

Commissioner Stout questioned if there are specific guidelines to follow when using public facilities for political campaign photos. Mr. Segal confirmed that a campaign entity can typically use public property for campaign photos.

Commissioner McEachran commended staff for being a tremendous resource for information.

Commissioner Beighle asked if it is acceptable to have phone conversations, in lieu of email correspondence, with community members for Commission related items. Mr. Segal confirmed that this is an acceptable form of communication for Commissioners and Boardmembers.

Commissioner Plaskon asked if there is a time limitation in place that sets parameters for information that a municipality has to provide, if requested. Mr. Segal clarified that the statute of limitations is one year.

Vice-Chair Yantis asked what the procedure would be if a Commissioner or Boardmember leaves a meeting, mid-meeting, leaving the meeting without a quorum. Mr. Segal explained that once a quorum is broken, no action can be taken and the meeting is over.

Chair Robinson asked if a committee chair can comment on agenda items. Mr. Segal confirmed that chairs can participate in discussions regarding agenda items.

Boardmember George expressed her appreciation for the training session. In addition, she wondered where the description of the roles and responsibilities of a Boardmember was derived from. Mr. Foran explained that the roles and responsibilities were compiled from materials used by Councils and Commissions. They are in place for the Boards and Commissions to use as a guideline.

Boardmember Van Hollebeke questioned whether or not a Board can institute bylaws. Ms. Basich explained that staff is working with City Council to make amendments to the Code Sections to address Boards and Commissions. In particular, staff would like to make the

logistical attributes of Boards and Commissions more consistent. Then, staff will work to review existing bylaws or create new ones.

Boardmember Heath expressed his concern with the potential of his business-related e-mails being part of public record under the Public Records Act. Mr. Segal explained that segregating Board-related items from personal or other business-related items is integral to satisfying requests for public records.

In addition, Boardmember Heath asked when a Boardmember should abstain from a vote. Ms. Basich explained that Bellevue recognizes recusal when there is a conflict of interest (i.e., a stake in the decision). Staff will research City policies to confirm policies regarding recusal and abstention.

7. **CHAIR COMMUNICATION:**

Chair Robinson made the following report:

- Attended the Special People's Holiday Cruise.
- Attended a Bellevue Youth Theatre event.
- Attended the annual holiday celebration for the Parks & Community Services Board and Human Services Commission.

In addition, Chair Robinson encouraged Boardmembers to view online photos of High Line Park, which is located in New York City. She was impressed with the creativity utilized throughout the park. High Line is a public park that is built on a historic freight rail line elevated above the streets in Manhattan.

8. **BOARD COMMUNICATION:**

Vice-Chair Grindeland made the following report:

- Visited Killarney Glen Park.
- Impressed with the new fence at the Lake Hills Blueberry Farm.
- Visited dog area at Robinswood Park.
- Attended the annual holiday celebration for the Parks & Community Services Board and Human Services Commission.
- Helped spread cheer at the Crossroads Community Center holiday celebration.

Boardmember Van Hollebeke made the following report:

- Participated in the Special People's Holiday Cruise.
- Visited the Bellevue Botanical Gardens.
- Enjoyed the ice rink at Downtown Park.

In addition, Boardmember Van Hollebeke expressed his appreciation to staff for their quick response to his request for clarification regarding the legality of reallocating levy funds.

Boardmember Evans made the following report:

- Visited the Bellevue Botanical Gardens.
- Volunteered at the North Bellevue Community Center holiday luncheon.
- Attended the Special People's Holiday Cruise.
- Viewed the Christmas Ships lighting ceremony from Newcastle Beach Park.
- Attended the Crossroads Community Center holiday celebration.

Boardmember Powell made the following report:

- Visited the Mercer Slough.

Boardmember Heath made the following report:

- Attended the annual holiday celebration for the Parks & Community Services Board and Human Services Commission.
- Visited the Bellevue Botanical Gardens.
- Visited Spiritwood Park.

9. **DIRECTOR'S REPORT:**

Mr. Foran provided a brief update on Council related activities. In particular, Mr. Foran noted that the Human Services budget was fully funded by the Council, while there were some minor cuts to the Parks related budget. A Council retreat is scheduled for January 26, 2013.

**Motion by Boardmember Van Hollebeke and second by Boardmember Powell to extend the meeting until 8:35 p.m. Motion carried unanimously (6-0).**

10. **BOARDMEMBER COMMITTEE/LIAISON REPORTS:**

A. Network on Aging

Chair Robinson appreciated the response to the Bellevue Network on Aging regarding the request for motorized vehicles at the Bellevue Botanical Garden. Bellevue Network on Aging Committee Members will meet with Bellevue Botanical Garden staff to determine additional ways to improve mobility throughout the entire garden.

B. Bridle Trails Neighborhood Park Update

Boardmember Heath reported that the Bridle Trails Community Club Board recently met to discuss preliminary details for the NE 24<sup>th</sup> Street park, in particular features of the park and the park's name. The Acheson property is no longer a consideration for the Bridle Trails neighborhood, since the State decided to retain control and responsibility of this property.

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C. Transit Master Plan

No report.

D. Other Groups

No report.

11. **NEW BUSINESS:**

A. Future agenda items

Boardmember Van Hollebeke would like to discuss the City's budget process at a future meeting. He feels that the Budget One process is highly disruptive and limited in transparency.

12. **OTHER COMMUNICATIONS:**

A. CIP Project Status Report

B. Email from Ron Smith re help with Eagle Scout project

C. Letter to Bellevue Network on Aging from Bellevue Botanical Garden re transportation for mobility-impaired visitors

D. Memo to Park Board from Annamarie Solomonson re request for hay wagon at Kelsey Creek Farm

E. Memo to Park Board from Glenn Kost re use of Robinswood Corral for horses and dogs

13. **INFORMATION:**

A. List of upcoming Parks special events

B. Next regular Parks Board meeting is scheduled for February 12

14. **ORAL COMMUNICATIONS/PUBLIC COMMENTS:**

Cherie Carchano, 16219 SE 10<sup>th</sup> Street, Bellevue, WA

Ms. Carchano thanked staff and Boardmembers for their assistance in keeping the Robinswood off-leash corral available at certain times for herself and others to use to train miniature horses.

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15. **ADJOURNMENT:**

**Motion by Boardmember Van Hollebeke and second by Boardmember Evans to adjourn the meeting at 8:33 p.m. Motion carried unanimously (6-0).**

